

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

Notice AO-1589

**For:** State Offices and Service Centers

**COC SDA Voting Member Appointments and COC Advisor Appointments**

**Approved by:** Deputy Administrator, Field Operations



**1 Overview**

**A Background**

COC SDA Voting Member and COC Advisor appointments are scheduled to occur on March 1 of each year. Because of the unforeseeable delay in the 2013 COC elections, the appointments of SDA voting members and advisors in 2014 will be postponed until April 1. SDA voting members and advisors appointed on April 1, 2014, will serve a term of 11 months, not to exceed March 31, 2015.

COC SDA-appointed voting members are needed to be a voice for COC for SDA farmers and ranchers when COC's have not achieved fair representation through the election process. The appointment authority granted by Pub. L. 107-171 (2002 Farm Bill), Section 10708, is used to ensure that COC members reflect the diverse interests of their communities. The authority to appoint members to 1-year terms (an 11-month term in 2014 only) to achieve fair representation is now applied to COC's identified as needing an SDA member for fair representation if an SDA member was not elected through the normal election process during any of the previous 4 election cycles.

An analysis by the National Office has determined the counties in which the percentage of SDA producers indicates there is a need for increased SDA representation. There are a total of 397 counties in 49 States that have been identified with a need for increased representation. Of the 397 counties that have been identified, 249 have elected an SDA member through the normal election process during at least 1 of the previous 4 election cycles. An SDA voting member appointment is required in each of the remaining 148 counties in 49 States for the 2014 COC, if an SDA member is not elected in the current election.

**Only one SDA appointment is allowed per identified COC.** For counties or multi-county jurisdictions with multiple SDA groups, the appointments will be recommended based on the primary SDA group, which is the group with the highest share of producers in a particular county or multi-county jurisdiction. **Counties with an SDA voting member appointment cannot have an advisor in addition to the appointed SDA voting member.**

Disposal Date	Distribution
July 1, 2014 1-15-14	State Offices; State Offices relay to Service Centers

## 1 Overview (Continued)

### B Purpose

This notice provides guidance to State Offices and Service Centers on the process and timelines for:

- extending the term of existing SDA voting members and COC advisors
- appointing 1 additional SDA voting member on COC's identified as needing SDA representation
- appointing COC advisors where there are no elected or appointed SDA members

**Note:** For further guidance on the SDA voting member and COC advisor appointments see 16-AO.

- dates in this notice supersede those found in 15-AO and 16-AO.

### C COC's Identified as Needing SDA Representation

For purposes of the data analysis, the categories of race and ethnicity were evaluated separately from gender. COC jurisdictions were identified as needing SDA representation based on the demographics of the entire COC jurisdiction. In COC jurisdictions with multiple SDA groups, the appointments are recommended based on the SDA group with the highest share of producers in the COC jurisdiction. The analysis for gender was based on the number of farms where a female was listed as the primary operator.

Exhibit 1 lists the headquarter counties for all of the COC jurisdictions identified as needing an SDA member for fair representation by the following:

- State
- county
- primary race, ethnicity, or gender (REG) needed for fair representation
- SDA COC appointment required for the following:
  - African American or Black
  - American Indian or Alaska Native
  - Female
  - Hispanic or Latino
  - None.

**Note:** The counties with "None" in the "SDA COC Appointment Required" column have elected an SDA member who meets the requirements for fair representation in at least 1 of the last 4 elections. **No appointment is required on 2014 COC's for counties with "None" in this column, and no action is required of them at this time.**

## Notice AO-1589

### 1 Overview (Continued)

#### D Contacts

If there are questions about this notice, contact the following.

IF located in a...	THEN contact...
Service Center	the State Office.
State Office	Deborah Johnson, DAFO, at 202-720-0067.

### 2 Extending the Term of Currently Appointed SDA Voting Members and COC Advisors

#### A Extended Term

The term of all currently appointed SDA voting members and COC advisors shall be extended for a term not to exceed 60 calendar days.

### 3 Appointing SDA COC Members

#### A Appointment Process and Timeline

STC shall require COC's identified as requiring an appointment in Exhibit 1 to solicit candidates and recommend an SDA member from the primary SDA group. **No action is required in those counties with "None" shown in the "SDA COC Appointment Required" column.** States shall notify DAFO if a county on this list has elected an SDA candidate in the recent election and the requirement will be removed.

The process for obtaining candidate nominations and submitting to the Secretary will adhere to the following timeline:

- **The week of February 18, 2014** – outreach for eligible SDA candidates begins (Exhibits 2 and 3)
- **February 28, 2014** – final date to accept candidate FSA-669A-2's from any LAA in the COC jurisdiction
- **March 4, 2014** – final date to submit all eligible candidate FSA-669A-2's received to STC with a recommendation from COC for the candidate of their choice
- **March 11, 2014** – final date for the names and REG of the candidate tentatively chosen by STC to be provided to the Secretary through DAFO.

SDA voting member appointments will become effective on or about **April 1, 2014**.

**Note:** COC's that have an appointed SDA voting member have met the requirement to have an SDA member serving on COC. No advisor appointments will be made in counties that have an appointed SDA voting member.

### 3 Appointing SDA COC Members (Continued)

#### B COC Action

COC's listed in Exhibit 1 that indicate a REG appointment shall do the following.

Step	Action
1	<p>Contact each group and community-based organization that represents producers who are underrepresented on COC and provide them with FSA-669A-2 (Exhibit 4).</p> <p><b>Notes:</b> The groups should be encouraged to offer candidates who are:</p> <ul style="list-style-type: none"> <li>• willing and eligible to serve as COC members</li> </ul> <p><b>Note:</b> Candidates for appointment must meet the same eligibility requirements as candidates for election according to 15-AO. LAA restrictions within COC jurisdiction do <b>not</b> apply.</p> <ul style="list-style-type: none"> <li>• interested and active in farming in the COC jurisdiction.</li> </ul> <p><b>Notes:</b> CED and COC shall make personal contacts with group leaders and community-based organizations to ensure that they understand the duties and responsibilities of COC and the eligibility requirements to serve on COC.</p> <p>Document contacts by COC and CED in the COC minutes.</p> <p><b>These groups must be notified of the opportunity to nominate an SDA voting member, even if COC currently has either of the following, an:</b></p> <ul style="list-style-type: none"> <li>• <b>advisor recommendation</b></li> <li>• <b>appointed SDA voting member whose term originally expired February 28, 2014.</b></li> </ul>
2	Solicit candidate nominations through <b>February 28, 2014</b> , from any LAA within the COC jurisdiction for COC SDA appointed members with emphasis on the primary underrepresented group.
3	Review all candidate nominations and determine eligibility to serve based on eligibility to serve requirements in 15-AO.
4	Make a determination of the candidate to be recommended to STC for COC SDA appointed member to ensure that the interests of SDA farmers and ranchers are fairly represented, and provide a written justification for why the recommendation of this individual is being made.
5	<p>By <b>March 4, 2014</b>, electronically provide the following to STC:</p> <ul style="list-style-type: none"> <li>• all eligible candidate FSA-669A-2's</li> <li>• COC's recommendation and justification for COC SDA appointed member.</li> </ul>

### 3 Appointing SDA COC Members (Continued)

#### C Candidate Selection

STC shall:

- review all candidate nominations and concur with eligibility to serve, as required by 15-AO
- send candidate FSA-669A-2's and STC recommendation for COC SDA appointed members to Deborah Johnson by either of the following by **March 11, 2014**:
  - e-mail at **deborah.johnson@wdc.usda.gov**
  - FAX at 202-260-8720.

All candidates and STC recommendations will be submitted to the Secretary, who will make the final selection of COC SDA appointed members. Members will be appointed to meet the fair representational needs for REG, as necessary. Priority will be given to the primary SDA group. An appointment from other SDA groups will only be made if there are no nominations from the primary group. Appointments based on gender, if indicated, will only be made if race and ethnicity needs have already been met.

DAFO will provide notification through STC to COC's of the names of individuals chosen for appointment by the Secretary, when available.

### 4 COC SDA Appointed Members

#### A Newly Appointed SDA Members

Newly appointed SDA members are full voting COC members and shall:

- receive the same basic orientation and training course as elected COC members after appointment
- receive FSA-332A or FSA-332A(SP) (16-AO, Exhibit 15), which describes the duties of COC members
- take an oath of office on FSA-586
- receive the same stipend for their time and travel at the same rates as elected COC members.

**4 COC SDA Appointed Members (Continued)**

**B Length of Term**

The appointment shall be:

- for an 11-month period in 2014, not to exceed:
  - March 31, 2015
  - 9 consecutive years of appointments
- effective on or about April 1, 2014.

**C Duties of COC SDA Appointed Members**

COC SDA appointed members have full voting rights and the same responsibilities and duties as elected COC members as listed in 16-AO, paragraph 136. In addition, COC SDA appointed members are expected to be in the forefront of COC actions related to:

- increasing awareness of and participation in FSA programs and activities, including elections, by eligible voters to ensure that SDA group problems and viewpoints are understood and considered in FSA actions
- helping to develop interest in SDA group members for considering FSA work as a career
- if not running for COC election themselves, actively soliciting candidates from SDA groups for nomination during the election process.

**5 Appointing COC Advisors**

**A Appointing Advisors**

Advisors shall be appointed following the guidelines provided in 16-AO, with the following exceptions:

- advisors currently serving (those appointed on March 1, 2013), shall have their term of appointment extended not to exceed 60 additional calendar days
- COC shall submit names of all the eligible nominees and supporting information with a recommendation for selection to STC no later than March 1, 2014
- COC shall confirm and appoint advisors to COC's before April 1, 2014
- the 2014 appointment shall be
  - for an 11-month period
  - effective April 1, 2014
  - not to exceed March 31, 2015.

## Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation

The following table lists headquarter counties for all COC jurisdictions identified as needing an SDA member for fair representation by:

- State
- county
- primary REG needed for fair representation
- SDA COC appointment required.

State	County	Primary REG Needed for Fair Representation	SDA COC Appointment Required
AL	Dallas	African American or Black/Female	African American or Black
	Greene	African American or Black/Female	Female
	Hale	African American or Black	None
	Marengo	African American or Black	None
	Perry	African American or Black/Female	African American or Black
	Russell	African American or Black	African American or Black
	Wilcox	African American or Black	None
AK	Matanuska-Susitna	American Indian/Female	Female
AZ	Apache	American Indian or Alaska Native/Female	Female
	Cochise	Hispanic/Female	Female
	Coconino	American Indian or Alaska Native/Female	Female
	Graham	American Indian or Alaska Native	American Indian or Alaska Native
	Maricopa	Female	None
	Navajo	American Indian or Alaska Native/Female	Female
	Pinal	Hispanic or Latino/Female	Female
	Yuma	Hispanic or Latino	None
AR	Baxter	Female	Female
	Jefferson	African American or Black	None
	Lee	African American or Black	None
	St. Francis	African American or Black	African American or Black
CA	Fresno	Hispanic or Latino	None
	Humboldt	Female	Female
	Imperial	Hispanic or Latino	None
	Kern	Hispanic or Latino	None
	Lassen	Hispanic or Latino/Female	Female
	Los Angeles	Hispanic or Latino/Female	Female
	Madera	Hispanic or Latino	None
	Mendocino	Female	None
	Merced	Hispanic or Latino	None
	Monterey	Hispanic or Latino/Female	Female
	Riverside	Hispanic or Latino/Female	Female
	Sacramento	Hispanic or Latino/Female	Female
	San Benito	Hispanic or Latino	None
	San Joaquin	Hispanic or Latino/Female	Female
	Santa Barbara	Hispanic or Latino/Female	Female
	Shasta	Hispanic or Latino/Female	Female
	Sonoma	Female	None
	Sutter	Asian/Female	Female
	Tulare	Hispanic or Latino	None

# Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation (Continued)

State	County	Primary REG Needed for Fair Representation	SDA COC Appointment Required
CO	Baca	Female	Female
	Boulder	Female	None
	Cheyenne	Female	None
	Conejos	Hispanic or Latino	None
	Costilla	Hispanic or Latino/Female	Female
	Dolores	Female	None
	El Paso	Female	None
	Elbert	Female	None
	Fremont	Female	Female
	Garfield	Female	None
	Kiowa	Female	Female
	La Plata	Female	None
	Las Animas	Hispanic or Latino	None
	Montezuma	Hispanic or Latino	None
	Routt	Female	None
CT	Hartford	Female	None
	Litchfield	Female	Female
	New Haven	Female	Female
FL	Alachua	Female	None
	Calhoun	Female	None
	Columbia	Female	None
	Gilchrist	Female	None
	Glades	Hispanic or Latino	Hispanic or Latino
	Hardee	Female	Female
	Holmes	Female	None
	Jackson	African American or Black	None
	Jefferson	African American or Black/Female	Female
	Marion	Female	None
	Miami-Dade	Hispanic or Latino	None
	Okeechobee	Female	None
	Palm Beach	Hispanic or Latino/Female	Female
	Pasco	Female	None
	Putnam	Female	None
	Santa Rosa	Female	None
	St. Lucie	Female	None
	Sumter	Female	None
	Suwannee	Female	None
	Volusia	Female	None
	Walton	Female	None
GA	Calhoun	African American or Black/Female	Female
	Carroll	Female	Female
	Coffee	Female	None
	Decatur	African American or Black	None
	Early	African American or Black	African American or Black
	Elbert	Female	None
	Gordon	Female	Female
	Hall	Female	Female
	Henry	Female	Female



### Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation (Continued)

State	County	Primary REG Needed for Fair Representation	SDA COC Appointment Required
GA (Cntd)	Jackson	Female	Female
	Laurens	Female	None
	Lowndes	African American or Black	African American or Black
	Macon	African American or Black	African American or Black
	Marion	Female	None
	McDuffie	Female	None
	Miller	African American or Black	African American or Black
	Oconee	Female	None
	Peach	Female	None
	Putnam	Female	None
	Randolph	African American or Black	African American or Black
	Sumter	Female	None
	Walton	Female	None
	Wayne	Female	None
	Webster	African American or Black	None
	Wilkes	Female	Female
Guam	Guam	Hispanic or Latino/Female	Female
	CNMI	Native Hawaiian or Other Pacific Islander	None
HI	Hawaii	Asian	None
	Honolulu	Asian/Female	Female
	Kauai	Asian	Asian
	Maui	Asian/Female	Female
ID	Benewah	American Indian or Alaska Native/Female	American Indian or Alaska Native
	Boundary	Female	None
	Canyon	Female	None
	Elmore	American Indian or Alaska Native	None
	Gem	Female	None
IL	Kane	Female	Female
	McHenry	Female	None
IN	Monroe	Female	None
KS	Clark	Female	Female
	Greeley	Female	Female
	Stanton	Female	None
	Stevens	Female	Female
KY	Fayette	Female	None
	Henry	Female	None
	Shelby	Female	None
	Woodford	Female	None
LA	De Soto	African American or Black/Female	None
ME	Androscoggin	Female	None
	Cumberland	Female	None
	Franklin	Female	None
	Kennebec	Female	None
	Oxford	Female	None
	Penobscot	Female	None

# Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation (Continued)

State	County	Primary REG Needed for Fair Representation	SDA COC Appointment Required
MD	Baltimore	Female	Female
	Cecil	Female	Female
	Montgomery	Female	None
	Prince George's	Female	Female
MA	Berkshire	Female	Female
	Bristol	Female	None
	Franklin	Female	None
	Hampshire	Female	None
	Middlesex	Female	None
	Plymouth	Female	None
	Worcester	Female	Female
MI	Antrim	Female	None
	Delta	Female	None
	Grand Traverse	Female	None
	Ingham	Female	Female
	Lapeer	Female	None
	St. Clair	Female	Female
	Washtenaw	Female	None
MN	Sherburne	Female	None
	North St Louis	Female	None
	South St Louis	Female	None
MS	Adams	African American or Black	African American or Black
	Amite	African American or Black	None
	Bolivar	African American or Black	None
	Claiborne	African American or Black	African American or Black
	Clay	African American or Black	None
	Grenada	Female	Female
	Hinds	African American or Black	African American or Black
	Holmes	African American or Black	African American or Black
	Humphreys	African American or Black	None
	Jefferson Davis	African American or Black	None
	Kemper	African American or Black	None
	Madison	African American or Black	African American or Black
	Marshall	African American or Black	African American or Black
	Noxubee	African American or Black	None
	Oktibbeha	African American or Black	None
	Pearl River	Female	None
	Quitman	African American or Black	African American or Black
	Sharkey	African American or Black	African American or Black
	Tippah	Female	None
MT	Big Horn	American Indian or Alaska Native	None
	Blaine	American Indian or Alaska Native	None
	Glacier	American Indian or Alaska Native	None
	Hill	American Indian or Alaska Native	None
	Jefferson	Female	None
	Lake	American Indian or Alaska Native	None
	Phillips	American Indian or Alaska Native	None
	Roosevelt	American Indian or Alaska Native	None
	Rosebud	American Indian or Alaska Native	None
	Sanders	American Indian or Alaska Native	None
	Valley	American Indian or Alaska Native	None

**Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation  
(Continued)**

<b>State</b>	<b>County</b>	<b>Primary REG Needed for Fair Representation</b>	<b>SDA COC Appointment Required</b>
NE	Garden	Female	None
	Thurston	American Indian or Alaska Native	American Indian or Alaska Native
NV	Churchill	American Indian or Alaska Native/Female	Female
	Elko	American Indian or Alaska Native	None
	Humboldt	American Indian or Alaska Native	American Indian or Alaska Native
	Lyon	American Indian or Alaska Native/Female	Female
	White Pine	American Indian or Alaska Native	None
NH	Cheshire	Female	None
	Coos	Female	None
	Grafton	Female	None
	Merrimack	Female	None
	Rockingham	Female	None
NJ	Burlington	Female	None
	Cumberland	Female	None
	Hunterdon	Female	None
	Salem	Female	None
	Warren	Female	None
NM	Colfax	Hispanic or Latino	Hispanic or Latino
	Dona Ana	Hispanic or Latino	None
	Eddy	Hispanic or Latino	None
	Guadalupe	Hispanic or Latino	None
	Harding	Hispanic or Latino	None
	Luna	Hispanic or Latino/Female	Female
	Mckinley	American Indian or Alaska Native/Female	Female
	Otero	Hispanic or Latino/Female	Female
	Rio Arriba	Hispanic or Latino	None
	San Juan	American Indian or Alaska Native/Female	Female
	San Miguel	Hispanic or Latino	None
	Sierra	Hispanic or Latino	None
	Socorro	Hispanic or Latino/Female	Female
	Taos	Hispanic or Latino	None
	Torrance	Hispanic or Latino/Female	Female
	Valencia	Hispanic or Latino/Female	Female
NY	Clinton	Female	None
	Columbia	Female	Female
	Cortland	Female	None
	Delaware	Female	None
	Dutchess	Female	None
	Montgomery	Female	None
	Orange	Female	Female
	Schoharie	Female	None
	Tioga	Female	Female
	Washington	Female	None

# Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation (Continued)

State	County	Primary REG Needed for Fair Representation	SDA COC Appointment Required
NC	Bertie	African American or Black	None
	Bladen	African American or Black	None
	Cabarrus	Female	Female
	Caswell	African American or Black	African American or Black
	Craven	African American or Black	None
	Gates	African American or Black/Female	African American or Black
	Granville	African American or Black	African American or Black
	Halifax	African American or Black	African American or Black
	Henderson	African American or Black/Female	African American or Black
	Hoke	African American or Black/Female	African American or Black
	Jones	African American or Black	African American or Black
	Lee	Female	Female
	Martin	African American or Black	African American or Black
	Northampton	African American or Black	African American or Black
	Orange	Female	Female
	Perquimans	African American or Black	None
	Robeson	African American or Black	None
ND	Benson	American Indian or Alaska Native	American Indian or Alaska Native
	Mountrail	American Indian or Alaska Native	None
	Rolette	American Indian or Alaska Native	None
	Sioux	American Indian or Alaska Native	None
OH	Ashtabula	Female	None
	Pickaway	Female	Female
	Portage	Female	None
OK	Atoka	American Indian or Alaska Native	American Indian or Alaska Native
	Cherokee	American Indian or Alaska Native	None
	Choctaw	American Indian or Alaska Native	None
	Cimarron	Female	Female
	Craig	American Indian or Alaska Native	None
	Hughes	American Indian or Alaska Native	None
	Le Flore	American Indian or Alaska Native	None
	Logan	Female	None
	Love	American Indian or Alaska Native	None
	Mayes	American Indian or Alaska Native	None
	Muskogee	American Indian or Alaska Native	None
	Noble	American Indian or Alaska Native	None
	Nowata	American Indian or Alaska Native	None
	Okfuskee	American Indian or Alaska Native	None
	Okmulgee	American Indian or Alaska Native	None
	Osage	American Indian or Alaska Native	None
	Ottawa	American Indian or Alaska Native	None
	Pittsburg	American Indian or Alaska Native	None
	Rogers	American Indian or Alaska Native	None
	Wagoner	American Indian or Alaska Native	None

# Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation (Continued)

State	County	Primary REG Needed for Fair Representation	SDA COC Appointment Required
OR	Baker	Female	None
	Clackamas	Female	Female
	Deschutes	American Indian or Alaska Native/Female	Female
	Jackson	Female	None
	Lane	Female	Female
	Linn	Female	None
	Marion	Female	None
	Umatilla	American Indian or Alaska Native/Female	American Indian or Alaska Native
	Wasco	American Indian or Alaska Native/Female	American Indian or Alaska Native
	Washington	Female	None
PA	Bucks	Female	Female
	Butler	Female	None
	Chester	Female	Female
	Lackawanna	Female	None
	Northampton	Female	None
	Westmoreland	Female	None
PR	Adjuntas	Hispanic or Latino	None
	Arecibo	Hispanic or Latino	None
	Barranquitas	Hispanic or Latino	None
	Caguas	Hispanic or Latino	None
	Corozal	Hispanic or Latino	None
	Lares	Hispanic or Latino	None
	Mayaguez	Hispanic or Latino	None
	Ponce	Hispanic or Latino	None
	Utua	Hispanic or Latino	None
RI	Kent	Female	None
SC	Calhoun	Female	Female
	Charleston	African American or Black	None
	Chester	Female	None
	Clarendon	African American or Black	African American or Black
	Dorchester	African American or Black	African American or Black
	Georgetown	African American or Black	African American or Black
	Jasper	African American or Black	None
	Kershaw	Female	None
	Lee	African American or Black	African American or Black
	Marion	African American or Black	None
	Sumter	African American or Black	African American or Black
	Williamsburg	African American or Black	African American or Black

# Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation (Continued)

State	County	Primary REG Needed for Fair Representation	SDA COC Appointment Required
SD	Bennett	American Indian or Alaska Native	None
	Charles Mix	American Indian or Alaska Native	American Indian or Alaska Native
	Corson	American Indian or Alaska Native	None
	Dewey	American Indian or Alaska Native	None
	Hughes	American Indian or Alaska Native	American Indian or Alaska Native
	Hyde	American Indian or Alaska Native	American Indian or Alaska Native
	Lyman	American Indian or Alaska Native	None
	Mellette	American Indian or Alaska Native	None
	Ziebach	American Indian or Alaska Native	None
TN	Fayette	African American or Black	African American or Black
	Haywood	African American or Black	African American or Black
TX	Atascosa	Hispanic or Latino	None
	Bee	Hispanic or Latino	Hispanic or Latino
	Bexar	Hispanic or Latino	Hispanic or Latino
	Brazos	Hispanic or Latino/Female	Hispanic or Latino
	Brewster	Hispanic or Latino	None
	Brooks	Hispanic or Latino/Female	Female
	Caldwell	Female	None
	Cameron	Hispanic or Latino	None
	Cottle	Female	None
	Dimmit	Hispanic or Latino	None
	Duval	Hispanic or Latino	None
	Ector	Hispanic or Latino/Female	Female
	El Paso	Hispanic or Latino	None
	Frio	Hispanic or Latino	None
	Gaines	Female	None
	Gillespie	Female	None
	Harris	Female	Female
	Hidalgo	Hispanic or Latino	None
	Houston	Hispanic or Latino	None
	Jim Wells	Hispanic or Latino	None
	Johnson	Female	None
	Kleberg	Hispanic or Latino	None
	Limestone	Hispanic or Latino	None
	Live Oak	Hispanic or Latino	Hispanic or Latino
	Mason	Female	Female
	Nueces	Hispanic or Latino	Hispanic or Latino
	Reeves	Hispanic or Latino/Female	Female
	Refugio	Hispanic or Latino	None
	San Patricio	Hispanic or Latino	Hispanic or Latino
	Schleicher	Hispanic or Latino	Hispanic or Latino
	Starr	Hispanic or Latino	None
	Stonewall	Female	None
	Uvalde	Hispanic or Latino/Female	Female
	Webb	Hispanic or Latino	None
	Willacy	Hispanic or Latino	Hispanic or Latino

# Headquarter Counties for All of the COC Jurisdictions Identified for Fair Representation (Continued)


State	County	Primary REG Needed for Fair Representation	SDA COC Appointment Required
UT	San Juan	American Indian or Alaska Native/Female	Female
	Tooele	Hispanic or Latino	None
	Uintah	American Indian or Alaska Native	None
VT	Caledonia	Female	None
	Chittenden	Female	None
	Rutland	Female	None
	Windham	Female	None
	Windsor	Female	None
VA	Amelia	Female	None
	Brunswick	African American or Black	African American or Black
	Charlotte	African American or Black	None
	Chesapeake City	Female	Female
	Dinwiddie	African American or Black	African American or Black
	Emporia City	African American or Black	None
	Fauquier	Female	Female
	Gloucester	Female	Female
	Halifax	African American or Black	African American or Black
	Hanover	Female	Female
	Isle of Wight	African American or Black/Female	Female
	Louisa	Female	Female
	Mecklenburg	African American or Black	African American or Black
	New Kent	Female	None
	Orange	Female	Female
	Shenandoah	Female	None
	Southampton	African American or Black	African American or Black
	Sussex	African American or Black	None
WA	Clark	Female	None
	Lewis	Female	None
	Pierce	Female	None
	Skagit	Female	None
	Snohomish	Female	None
	Spokane	Female	None
	Yakima	Hispanic	None
WV	Berkeley	Female	None
	Marshall	Female	None
	Raleigh	Female	None
WI	Ashland	Female	None
	Oneida	Female	Female
	Washington	Female	None
WY	Carbon	Female	None
	Fremont	American Indian or Alaska Native	None
	Natrona	Female	None
	Sheridan	Female	None

**COC SDA Appointment Suggested Outreach Activities**

- Prepare informational packet for distribution to local organizations with a cover letter explaining the new COC appointment process for SDA membership. Example template letter (Exhibit 3) is available for employee download and use from the DAFO Outreach SharePoint web site at <https://fsa.sc.egov.usda.gov/mgr/DAFO/Outreach/default.aspx>.
- Arrange a meeting with all members of the local extension service office to provide the informational packet. Request their assistance in identifying potential SDA appointment candidates for COC nomination.
- Arrange a meeting with local government leadership to explain the intent of the Secretary to appoint an SDA representative to COC. Request their recommendation of a candidate who would meet appointment criteria.
- State Office shall contact State Department of Agriculture to arrange a conference call with State Agriculture officials to inform them of the new COC appointment process for SDA membership. Request their assistance in identifying potential appointment nominees.
- Request time to meet with the **representative leadership** of the following types of organizations, within the community:
  - Executive Director and/or Presidents and Boards of Directors of local agriculture support organizations including, but not limited to, the following:
    - Stockman's organizations
    - Grange chapters
    - FFA
    - Farm Credit Agencies
    - 4-H leader groups
  - Executive Director and President of local community groups including, but not limited to, the following:
    - Tribal or Ethnic Worker Programs or Advocacy groups
    - Chambers of Commerce
    - Local Health and Human Service Agencies
    - Economic Development offices.
- **Follow up on those contacted to determine whether there are any recommendations for candidates. Document the recommendations provided, the contact information, and any details pertaining to the candidates' ability to fulfill appointment criteria.**
- Contact all identified candidates and schedule appointments to meet with them to discuss and gain their support for their nomination to COC. Obtain completed FSA-669A-2 if contact is agreeable.
- Finalize slate of SDA candidate nominees by February 28, 2014.



## Example Letter for FSA's COC Appointments

<p>United States Department of Agriculture</p> <p>Farm Service Agency</p> <p>Type return address here</p>	 <p>United States Department of Agriculture</p>
<p><b>INSERT DATE</b></p> <p><b>INSERT ORGANIZATION NAME</b></p> <p><b>INSERT CONTACT NAME</b></p> <p><b>INSERT ADDRESS</b></p> <p><b>INSERT CITY, STATE ZIP CODE</b></p>	
<p>Re: Farm Service Agency's County Committee Appointments</p>	
<p>Dear <b>(Insert Contact Name)</b>:</p>	
<p>FSA has announced that the Secretary of Agriculture will appoint eligible socially disadvantaged (SDA) farmers and ranchers to a new role as voting members of established County Committees (COC's). Authority to appoint the voting SDA members was granted in the 2002 Farm Bill. The purpose of the law was to give the Secretary of Agriculture the power to create fair representation for SDA farmers and ranchers.</p>	
<p>SDA farmers and ranchers represent a large portion of the farm population in many jurisdictional areas, however in <b>(insert name of county)</b> County, an SDA candidate was not elected to the committee in the annual voting process. The Secretary can now appoint a voting SDA member from names submitted locally. The appointed member will serve for one year. Each year, a statistical analysis will be conducted to determine whether re-appointment of an SDA member is necessary to provide a voice for all SDA producers on the County Committee.</p>	
<p>FSA is contacting groups and community-based organizations that represent producers who are underrepresented on COC to notify them of the opportunity to nominate an SDA voting member to serve on the 2014 COC in <b>(insert name of the identified county)</b> County. An FSA-669A-2, "Nomination Form for County FSA Committee SDA Appointment" is being provided for this purpose. Please make additional copies as needed. They are also available online at: <a href="http://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home">http://forms.sc.egov.usda.gov/eForms/welcomeAction.do?Home</a></p>	
<p>Please submit an eligible candidate for nomination. Appointment nomination forms will be accepted in our office through February 28, 2014. Candidates for appointment must meet the same eligibility requirements as candidates for election, except for the requirement to live in a specific LAA. Candidates may reside in any LAA within the COC jurisdiction for the position of COC SDA Voting Member. See the enclosed fact sheet on "<u>Eligibility to Vote and Hold Office as a COC Member</u>".</p>	
<p>I will be happy to speak to your organization regarding this process and answer any questions. Feel free to contact me at <b>(insert County Office telephone number)</b>. Thank you in advance for your cooperation in serving our state's farmers.</p>	
<p>Sincerely,</p>	
<p><b>Insert CED Name</b></p> <p>Enclosures</p>	
<p>USDA is an Equal Opportunity Provider and Employer</p>	

## Example of FSA-669A-2

The following is an example of FSA-669A-2.

This form is available electronically. <b>FSA-669A-2</b> (01-15-14)	<b>U.S. DEPARTMENT OF AGRICULTURE</b> Farm Service Agency	Form Approved - OMB No. 0560-0229
<b>NOMINATION FORM FOR COUNTY FSA COMMITTEE SDA APPOINTMENT</b>		
<p>This form allows individuals to nominate themselves or any other person from an SDA group (see definition below) as a candidate for appointment to the County FSA Committee in those COC jurisdictions that have been identified by an annual statistical analysis as needing an SDA member for fair representation.</p> <p>A Socially disadvantaged (SDA) Farmer or Rancher is a farmer or rancher who has been subjected to racial or ethnic prejudices because of their identity as a member of a group without regard to their individual qualities. This term means a farmer or rancher who is a member of a socially disadvantaged group. Specifically, this is a group whose members have been subjected to racial, ethnic or gender prejudice because of their identity as members of a group without regard to their individual qualities. Those groups include African Americans, American Indians or Alaskan natives, Hispanics, Asians or Pacific Islanders, and women.</p> <p>If additional forms are needed, this one may be copied or may be obtained at the County FSA Office or obtained electronically at <a href="http://www.sc.egov.usda.gov">http://www.sc.egov.usda.gov</a>. Each form submitted must be:</p> <ul style="list-style-type: none"> <li>A. Limited to one nominee.</li> <li>B. Signed and dated by the nominee in Item 3. Nominee must sign if willing to have his/her name submitted as a candidate for the County FSA Committee appointment and agrees to serve if selected.</li> <li>C. Delivered to the County FSA Office or postmarked no later than February 28, 2014.</li> </ul> <p>The County FSA Committee is responsible for reviewing each form to determine the eligibility of nominees. A person who is nominated on this form and is found ineligible will be so notified and have an opportunity to file a challenge.</p> <p>Persons nominated should actively participate in the operation of a farm or ranch and be well qualified for committee work. A producer is eligible to be a County FSA committee member if the producer resides in the COC jurisdiction in which the producer is nominated as a candidate to serve and is eligible to vote.</p> <p>This is a non-salary public service position. A small stipend is provided to offset expenses.</p> <p>Federal regulations may prohibit County FSA Committee members from holding certain positions in some farm, commodity, and political organizations if such positions pose a conflict of interest with FSA duties. The positions include functional offices such as president, vice president, secretary, or treasurer; and positions on boards or executive committees. Conflict of interest restrictions also apply to employees, operators, managers, and majority owners of tobacco warehouses. Questions concerning eligibility should be directed to the County FSA Office.</p> <p>The duties of County FSA Committee members include:</p> <ul style="list-style-type: none"> <li>A. Administering farm program activities conducted by the County FSA Office.</li> <li>B. Informing farmers of the purpose and provisions of the FSA programs.</li> <li>C. Keeping the State FSA Committee informed of LAA conditions.</li> <li>D. Monitoring changes in farm programs.</li> <li>E. Participating in county meetings as necessary.</li> <li>F. Performing other duties as assigned by the State FSA Committee.</li> </ul> <p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).</small></p> <p><small>If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at <a href="http://www.ascr.usda.gov/complaint_filing_cust.html">http://www.ascr.usda.gov/complaint_filing_cust.html</a>, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at <a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>. USDA is an equal opportunity provider and employer.</small></p>		

## Example of FSA-669A-2 (Continued)

FSA-669A-2 (01-15-14) Page 2		Form Approved - OMB No. 0560-0229	
FSA-669A-2 (01-15-14)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	
<b>NOMINATION FORM FOR COUNTY FSA COMMITTEE SDA APPOINTMENT</b>			
1. NAME OF NOMINEE (Type or Print Nominee's Full Name)		<b>TO BE COMPLETED BY COUNTY FSA OFFICE</b>	
2. ADDRESS OF NOMINEE		4. INITIALS OF EMPLOYEE RECEIVING FORM AND DATE RECEIVED	
3. NOMINEE'S CERTIFICATION:  <i>I hereby agree to have my name submitted as a candidate for appointment to the County FSA Committee that I will serve, if selected, and if there is a conflict of interest, I will resign such position.</i>		5. COUNTY	
3A. SIGNATURE OF NOMINEE		6. LAA	7. STATE
3B. DATE		8. NOMINATOR'S CERTIFICATION:  <i>If this nomination is by other than self, the following eligible voter or representative of a community based organization hereby nominates the afore-named person to be a candidate for County FSA Committee appointment.</i>	
3A. SIGNATURE OF NOMINEE		8A. SIGNATURE OF NOMINATOR	
3B. DATE		8B. DATE	
(If the individual is self nominating, no signature is required).			
<b>9. TO BE COMPLETED BY NOMINEE</b>			
<b>VOLUNTARY INFORMATION FOR MONITORING PURPOSES:</b> The following information is requested by the Federal Government in order to monitor FSA's compliance with federal laws prohibiting discrimination against program participants on the basis of race, color, national origin, religion, sex, marital status, handicapped condition, or age. You are not required to furnish this information, but are encouraged to do so. Failure to furnish the requested information may result in not being selected as an Appointed SDA Member.			
<u>ETHNICITY</u>  <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<u>RACE (Choose as many boxes as applicable)</u>  <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African-American <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		<u>GENDER</u>  <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>INSTRUCTIONS FOR COMPLETING THIS FORM</b>			
Complete the form as follows:			
<b>ITEM 1</b> Type or Print the nominee's full name. The nominee must be:  A. Eligible to vote in the designated County FSA Committee election. B. Eligible to hold the office of County FSA Committee member. C. Willing to serve if elected.			
<b>ITEM 2</b> Enter the nominee's current address.			
<b>ITEMS 3A &amp; 3B</b> The nominee must sign and date.			
<b>ITEMS 8A &amp; 8B</b> The nominator must sign and date. (If the individual is self nominating, no signature is required.)			
<b>ITEM 9</b> Completing this item is voluntary.			
<b>ALL FORMS MUST BE RECEIVED IN THE COUNTY OFFICE OR POSTMARKED BY FEBRUARY 28, 2014.</b>			
<b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to obtain nominees for appointment to the County FSA Committee. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for County Personnel Records, USDA/FSA-6. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for nomination for appointment to the County FSA Committee.			
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0229. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b>			